

## Application for Basic Library Services Grant with Education/Assessment Option

1. Name of Tribe or Alaska Native Village/Corporation \_\_\_\_\_

2. Applicant's Mailing Address \_\_\_\_\_

3. City \_\_\_\_\_ 4. State \_\_\_\_\_ 5. ZIP Code \_\_\_\_\_

6. DUNS Number (9 digits) \_\_\_\_\_ 7. Taxpayer Identification Number (9 digits) \_\_\_\_\_

8. Name and Title of Authorizing Official \_\_\_\_\_

9. Authorizing Official Mailing Address \_\_\_\_\_

10. City \_\_\_\_\_ 11. State \_\_\_\_\_ 12. ZIP Code \_\_\_\_\_

13. Business Phone of Authorizing Official \_\_\_\_\_ 14. Business Fax of Authorizing Official \_\_\_\_\_

15. E-mail Address of Authorizing Official \_\_\_\_\_

16. Name and Title of Project Director ☐ Mr. ☐ Ms. ☐ Dr. \_\_\_\_\_

17. Affiliation of Project Director (name of library, school, etc.) \_\_\_\_\_

18. Project Director's Mailing Address \_\_\_\_\_

19. City \_\_\_\_\_ 20. State \_\_\_\_\_ 21. ZIP Code \_\_\_\_\_

22. Business Phone of Project Director \_\_\_\_\_ 23. Fax Number of Project Director \_\_\_\_\_

24. E-mail Address of Project Director \_\_\_\_\_

25. Institutional Profile:

• Number of hours open per week \_\_\_\_\_

• Number of library staff \_\_\_\_\_

Part-time \_\_\_\_\_ Full-time \_\_\_\_\_

• Number of circulation transactions per year \_\_\_\_\_

• Number of holdings (books, subscriptions, media) \_\_\_\_\_

• Does the library have access to the Internet? \_\_\_\_\_

• Does the library provide public access to the Internet? \_\_\_\_\_

• Amount of operating budget for library services in most recently completed fiscal year (include all sources) \_\_\_\_\_

- 26.** Identify which of the following activities will be supported by the Basic Grant funds: (please check all that apply)
- ☐ Establishing or enhancing electronic linkages among or between libraries
  - ☐ Electronically linking libraries with educational, social, or information services
  - ☐ Assisting libraries in accessing information through electronic networks
  - ☐ Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources
  - ☐ Paying costs for libraries to acquire or share computer systems and telecommunications technologies
  - ☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

The activities listed above are not in priority order and all are of equal importance.

**To the best of my knowledge and belief, the information provided in this application is true and correct. This application has been duly authorized by the governing body of the applicant, and the applicant will comply with all grant terms and conditions and with the assurances and certifications that appear in the IMLS Native American Library Services guidelines.**

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(Name and Title of Authorizing Official)

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(Signature)

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(Date)

## Part A—Spending Plan for 2005 Native American Basic Grant

Please use the following table to describe how the Basic Grant will be spent. The total should equal \$5,000. This is available as a fill-in form at [http://www.imls.gov/grants/library/lib\\_nat.asp](http://www.imls.gov/grants/library/lib_nat.asp). No indirect costs are allowed. Add more categories, if needed.

Description of materials, services, activities	Estimated cost for each category
1.	
2.	
3.	
4.	

**Total: \$5,000**

SAMPLE	
1. Staff to cover after-school hours—\$8.00/hr x 5 hrs/week x 50 weeks	<b>\$2,000</b>
2. New library books and magazine subscriptions	<b>1,400</b>
3. New computers	<b>1,300</b>
4. Internet service provider fees—\$25/month x 12 months	<b>300</b>

**Total: \$5,000**

## Three-Year Plan

Include as a separate document a three-year plan for library services covering the years 2006 through 2008. IMLS supports and encourages the use of an evaluation tool called Outcomes-Based Evaluation (OBE). Additional information about Outcomes-Based Evaluation is available on the IMLS Web site at [http://www.imls.gov/grants/current/crnt\\_obe.htm](http://www.imls.gov/grants/current/crnt_obe.htm) or upon request from IMLS.

The plan should identify community needs and how the library will address those needs. Include library interactions with other organizations. State the library's goals, objectives, and the activities to be implemented to achieve those goals. The three-year plan should include an evaluation plan that will demonstrate progress toward reaching the library's goals and objectives. Use the outline below:

1. Statement of needs and project goals/objectives
2. Activities you will undertake to achieve your objectives
3. Evaluation plan (Describe how you will know that you have reached your goals/objectives, be specific.)

For a sample three-year plan, go to the IMLS Web site at [www.imls.gov/grants/library/lib\\_nat.asp](http://www.imls.gov/grants/library/lib_nat.asp).

## Maintenance of Effort

Please check the appropriate response:

\_\_\_\_\_ FY 2005 expenditures will equal or exceed previous 12-month grant period. Maintenance of effort is assured.

\_\_\_\_\_ FY 2005 expenditures will not equal or exceed previous 12-month expenditure. Maintenance of effort is not assured.

\_\_\_\_\_ The tribe does not spend its own funds to support the library. Maintenance of effort does not apply.

## Part B—Education/Assessment Option

Purpose:

- To attend continuing education courses and/or training workshops on- or off-site
- To attend or give presentations at conferences related to library services
- To hire a consultant for an on-site professional library assessment

**Are you requesting the Education/Assessment Option of \$1,000?**

☐ Yes    ☐ No

## Spending Plan for Education/Assessment Option

Use the following table to describe how the Education/Assessment Option will be spent. The total should equal \$1,000. This is available as a fill-in form at [www.imls.gov/grants/library/lib\\_nat.asp](http://www.imls.gov/grants/library/lib_nat.asp). No indirect costs are allowed. Add more categories, if needed.

Description of activity or activities, i.e., conference or training workshop that staff will attend; type of professional assessment needed	Estimated cost for each category
1.	
2.	
3.	
<b>Total:</b>	<b>\$1,000</b>

## Checklist for Basic Grant with Education/Assessment Option Application

Before mailing your application, please make certain that you have taken the following steps:

Please check

Completed **all** sections of the application form. \_\_\_\_\_

Listed the tribe or Alaska Native village or corporation as the name of the applicant. Schools, tribal colleges, departments of education, and libraries are not eligible applicants, although they may be involved in the administration of this program. \_\_\_\_\_

Completed Face Sheet and included original signature of authorizing official. \_\_\_\_\_

Included Part A — Spending Plan for Basic Grant. \_\_\_\_\_

Included Part B — Spending Plan for Education/Assessment Option (if requested). \_\_\_\_\_

Included a Three-Year Plan. \_\_\_\_\_

Included the **ORIGINAL AND ONE COPY** of the complete application form. \_\_\_\_\_

**Please include a copy of this completed checklist when you mail the application.**